



Dodge Jones Youth Sports Center
 1042 Loop 322, Abilene, TX 79602

Facility Request Form

Please fill out this form to the best of your ability. Once received, we will send you a quote for your event.

Applicant Information	
Applicant Name: _____	
Organization/Group Name: _____	
Please check one:	
<input type="checkbox"/> Individual <input type="checkbox"/> D/B/A <input type="checkbox"/> Organization <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit	
Address: _____ Phone: _____	
Email: _____	

Space Requested (Check all that apply.)	
<input type="checkbox"/> Entire Facility (Exclusive Use of All Areas) Please also indicate what areas will be used below.	
HS Basketball Courts – Left Side of Gym (HSU, TTU, ACU) 2 available <i>Includes 4 basketballs per rental</i> <input type="checkbox"/> ½ Court (# _____ hr) <input type="checkbox"/> Full Court (# _____ courts, # _____ hr)	<input type="checkbox"/> Large Multipurpose Room - 1200 sq ft <i>Includes Tables/Chairs, Projector Screen & Connection</i>
Youth Basketball Courts – Right Side of Gym (L. Hall & United) 4 available <i>Includes 4 basketballs per rental</i> <input type="checkbox"/> ½ Court or 1 Youth Court (# _____ hr) – includes 3 goals <input type="checkbox"/> Full Court or 2 Youth Courts (# _____ hr) – includes 6 goals	<input type="checkbox"/> Arena (All Courts)
Volleyball Courts - 8 available <i>Includes 10 Volleyballs + Ball Cart</i> <input type="checkbox"/> Full Court (# _____ courts, # _____ hr)	<input type="checkbox"/> Other (sport: _____)
Volleyball Add-On Options: <input type="checkbox"/> 10 Extra Volleyballs + Cart <input type="checkbox"/> Setter Balls (# _____) – 4 Available <input type="checkbox"/> Square “Catch It” – 2 Available <input type="checkbox"/> Red Setter “Hoops” – 2 Available	Basketball Add-On Options: <input type="checkbox"/> Extra Basketball (# _____) <input type="checkbox"/> Basketball Machine (# _____ hr)

Dates & Times Requested:							
Special Event (Tournament, Expo, etc.)				Practice or Program (Multi-week Standing Reservation)			
Event Start Date: _____				Event End Date: _____			
Event Setup Time: _____				Event Teardown Time: _____			
For each day of the week on which the facility is requested, indicate the start and stop times below:							
Event Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

Event Information

Event Title: _____

Description of Event: _____

Event Coordinator: _____ Phone: _____

Email: _____

On-Site Contact on Event Day: _____ Phone: _____

Email: _____

Estimated Number of Participants: _____ Entry Fee Charged: _____ No ___ Yes If yes, amount: _____

Estimated Number of Spectators: _____ Admission Fee Charged: ___ No ___ Yes If yes, amount: _____

Estimated Percentage of "Out-of-Town" Participants (greater than 2-hour travel distance): _____ %

Will your event require the following?

Athletic Trainers (# needed _____)

The Dodge Jones Youth Sports Center has an exclusive agreement for athletic training services. Applicants will NOT be allowed to provide their own trainers for events unless medical coverage that is necessary for the event is above the scope of services provided by DJYSC trainers. The estimated costs for Athletic Trainers will be provided prior to event and total costs billed on final invoice after event.

Scorekeepers (# needed _____)

Admission Attendants (# needed _____)

Additional Dodge Jones Youth Sports Center personnel are available for the execution of events. If needed, the estimated costs for DJYSC Staff will be provided prior to event and total costs billed on final invoice after event.

Police Security

The applicant may be required to pay for police officers for security, crowd control, and/or traffic control at the event. The total number of police officers working at the event is determined by the Abilene Police Department, and in some cases may use planning variables, including: (1) the estimated number of participants and spectators; (2) the availability of alcoholic beverages; (3) the time of day during which the event is conducted; (4) the need for street closures or rerouting of vehicular or pedestrian traffic; and, (5) the history of the particular event. The estimated costs for Police Security will be provided prior to event and total costs billed on final invoice after event.

Additional Equipment or services requested: _____

FULL FACILITY RENTAL DEPOSIT REQUIREMENT

All full facility rentals require a \$500-\$1000 rental deposit at the time that you accept your rental quote. We will let you know your rental deposit cost on your quote. This rental deposit is non-refundable. We can accept cash, check, or card. If the rental deposit is not paid, you are subject to lose your rental dates.

Authorized Signature

As an authorized representative for the organization/group and event requested on this form, I understand the rules and regulations applying to the use of the Dodge Jones Youth Sports Center and agree they will be followed in the conduct of the event.

Print Name: _____ Signature: _____

Print Title: _____ Date: _____